



TM

CITY OF LODI COUNCIL COMMUNICATION

AGENDA TITLE: Adopt Resolution Authorizing Destruction of Certain Citywide Records

MEETING DATE: March 19, 2008

PREPARED BY: Randi Johl, City Clerk

RECOMMENDED ACTION: Staff recommends adoption of the proposed resolution authorizing the destruction of certain citywide records in accordance with the Government Code and the City's Records Management Policy.

BACKGROUND INFORMATION: Section 34090 of the California Government Code provides for the destruction of certain City records with the approval of the legislative body by resolution and the written consent of the City Attorney. In addition, the City Clerk's office coordinated and compiled a listing of citywide records to be destroyed from the various departments pursuant to the City's Records Management Program and Policy (2007), which specifically provides for the annual destruction of said records in accordance with the Secretary of State's Records Retention Guidelines.

FISCAL IMPACT: None

FUNDING AVAILABLE: Not applicable.

A handwritten signature in black ink, appearing to be "Randi Johl", written over a horizontal line.

Randi Johl
City Clerk

Attachments

APPROVED: Blair King, City Manager

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

[illegible]

Department Head: Samuel K. Kinn Date: 3-19-08

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: [Signature] Date: 3-19-08

Destruction Completed By:

Printed Name

Signature

Date _____

Attachment A - Form 4 (Authority to Destroy Records)

***Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation**

RESOLUTION NO. 2008-44

A RESOLUTION OF THE LODI CITY COUNCIL
AUTHORIZING DESTRUCTION OF CERTAIN CITYWIDE RECORDS

WHEREAS, in accordance with Government Code Section 34090, the City Clerk and City Attorney have filed written consent to the destruction of certain Citywide records as specifically set forth in the attached inventory marked as Exhibit A, and thereby made a part hereof.

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that:

1. The records heretofore identified are no longer required.
2. The Lodi City Council finds that the City Clerk and City Attorney have given written consent to the destruction of the records inventoried on Exhibit A attached hereto and the destruction of those records is hereby authorized.

Dated: March 19, 2008

I hereby certify that Resolution No. 2008-44 was passed and adopted by the City Council of the City of Lodi in a regular meeting held March 19, 2008, by the following vote:

AYES: COUNCIL MEMBERS - Hansen, Hitchcock, Johnson, Katzakian,
and Mayor Mounce

NOES: COUNCIL MEMBERS - None

ABSENT COUNCIL MEMBERS - None

ABSTAIN: COUNCIL MEMBERS - None

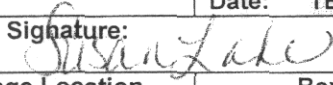


CITY CLERK

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.


Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Administration	Date: January 22, 2008	Total No. of Pages: 315	Proposed Destruction Date: TBD
Division: City Manager	Prepared By: Susan Lake	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Miscellaneous payroll info.	1998 - 2005	City Manager's office	
Management Team minutes	8/2004 - 01/2005	City Manager's office	
City Manager's weekly update	10/2003 - 1/2005	City Manager's office	

Department Head:  Date: 1/21/07

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

City Attorney:  Date: 3/10/08

Destruction Completed By: _____


Printed Name	Signature	Date
Attachment A – Form 4 (Authority to Destroy Records)		

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Administration	Date: 1/14/08	Total No. of Pages:	Proposed Destruction Date: TBD
Division: City Attorney	Prepared By: Peggy Nicolini	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To) Date files closed	Storage Location	Box No.
Dockter v. City of Lodi	April 21, 2005	City Hall Vault	
Ghandar v. City of Lodi	January 1, 2005	City Hall Vault	
Henson v. City of Lodi	March 11, 2005	City Hall Vault	
Miers v. City of Lodi	May 6, 2005	City Hall Vault	
Firefighters v. [redacted]	May 9, 2005	City Hall Vault	
Picazo			
Nelson v. City of Lodi	April 12, 2005	City Hall Vault	
Quesada v. COL	April 4, 2005	City Hall Vault	
Smalley v. COL	Feb. 8, 2005	City Hall Vault	
Thalken v. COL	May 5, 2005	City Hall Vault	

Department Head: 

Date: Feb 7, 2008

City Clerk: _____

Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: 

Date: 2/7/08

Destruction Completed By: _____

Printed Name

Signature

Date

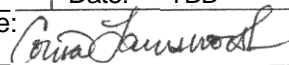
Attachment A - Form 4 (Authority to Destroy Records)

*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation,

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if **applicable**, retained in the archives. Documents involved in **litigation or pending** audit **will** not be destroyed.

Department: City Clerk	Date: 1/7/08	Total No. of Pages:	Proposed Destruction Date: TBD
Division: Elections & Operations	Prepared By: Jennifer Perrin & Corina Farnsworth	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Precinct Lists and Maps from the County Registrar of Voters (NOTE: Originals are maintained by San Joaquin County Registrar of Voters Office)	2005 and prior	City Clerk Vault	
City Council Calendars and City Council/City Clerk Travel	2005 and prior	City Clerk's Office	
City Council and City Clerk's Office general correspondence	2005 and prior	City Clerk's Office	
City Council meeting packets (NOTE: These records have been scanned, indexed, and are accessible in	2005 and prior	City Clerk Vault	
Shirtsleeve Session meeting packets (NOTE: These records have been scanned, indexed, and are accessible in the City's e-records system)	2005 and prior	City Clerk Vault	
Notice of Public Hearings	2005 and prior	City Clerk's Office	
Legal Advertising/Proof of Publications	2003 and prior	City Clerk's Vault	
Weed Abatement Files	2005 and prior	City Clerk's Office	
City Council Audio & Video Tapes	2006 and prior	City Clerk's Office	
Administration/Campaign Statements and Conflict of Interest	2002 and prior	City Clerk Vault	
Candidate Statements	2003 and prior	City Clerk Vault	
Nomination Papers	2003 and prior	City Clerk Vault	

Department Head:  Date: 3/10/08

City Clerk: _____ Date: _____

Attachment A – Form 4 (Authority to **Destroy** Records)

*Signature **certifies** a City **Attorney** assessment that records are not **relevant** to existing or anticipated litigation.

City of Lodi

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: 3/10/08

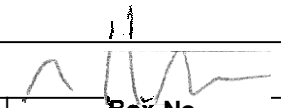
Destruction Completed By:

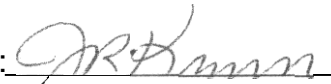
_____	_____	_____
Printed Name	Signature	Date

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

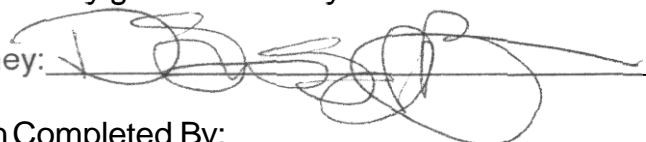
Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in *litigation* or *pending audit* will not be destroyed.

Department: Internal Services	Date: January 30, 2007	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: Human Resources	Prepared By: Dean Gualco	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Recruitment Examination Files	All files prior to December 31, 2001	Garage 25 E. Pine Street	1-10
Salary Surveys	All files Prior to December 31, 2002	Garage 25 E. Pine Street	12-15
Employment Files (Terminations)	All files prior to December 31, 1994	Garage 25 E. Pine Street	16-20

Department Head:  Date: 3-13-08

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: 3/20/08

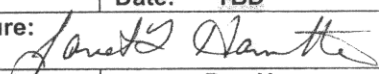
Destruction Completed By: _____

Printed Name	Signature	Date
--------------	-----------	------

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Administrative Services	Date: January 18, 2008	Total No. of Pages:	Proposed Destruction Date: TBD
Division: HR-Risk Management	Prepared By: Janet Hamilton	Signature:	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
General Liability Claim files	1984-2002	Parking Garage	1
General Liability Claim files	1984-2002	Parking Garage	2
General Liability Claim files	1984-2002	Parking Garage	3
General Liability Claim files	1984-2002	Parking Garage	4
General Liability Loss Runs	2005-06	Parking Garage	5
GL Quarterly reports	1999-2003	Parking Garage	6
GL Quarterly reports	1999-2003	Parking Garage	7
GL TPA invoices	2000-02	Parking Garage	8
GL TPA invoices	2000-02	Parking Garage	9
GL trust fund transfers	1998-2001	Parking Garage	10
GL trust fund transfers	1998-2001	Parking Garage	11
Incident Reports	1996-2000	Parking Garage	12
Incident Reports	1996-2000	Parking Garage	13
Incident Reports	1996-2000	Parking Garage	14
Excess Carrier agenda packets		Parking Garage	15
Budget documents		Parking Garage	16
Requests for Residential Refuse Rate Reduction	1992-95	Parking Garage	17
Surveys		Parking Garage	18
Training manuals		Parking Garage	19
Sample misc. policies		Parking Garage	20

Department Head:  Date: 1-24-08

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

Attachment A – Form 4 (Authority to Destroy Records)

'Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.'

City of Lodi

*City Attorney:  Date: 3/10/08

Destruction Completed **By:**

Printed Name

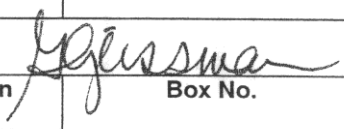
Signature

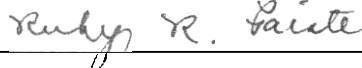
Date

Attachment A – Form 4 (Authority to Destroy Records)

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

AUTHORITY TO DESTROY OBSOLETE RECORDS

Department: Finance	Date: 1/18/08	Total No. of Pages: 1	Proposed Destruction Date: <u>TBD</u>
Division: Revenue	Prepared By: Gail Glissman	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Business Tax Applications	2002	Finance Basement	
CIS Daily Postings & Journals	July 2001-June 2002	Finance Basement	
Service Orders/Utility Contract	July 1999-June 2002	Finance Basement	
Correspondence	July 2003-June 2004	Finance Basement	
Deposit Refunds	July 2000-June 2002	Finance Basement	
Enforcement Technology Parking Balancing Reports	July 1993-June 2002	Finance Basement	
Lodi Downtown Business Partnership Collections	July 1999-June 2002	Finance Basement	
Miscellaneous Receivables	July 2001-June 2002	Finance Basement	
Returned Checks	July 2002-June 2004	Finance Basement	
Pet License Applications	July 1998-June 2002	Finance Basement	

Department Head:  Date: 1/29/08

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: 3/19/08

Destruction Completed By: _____

Attachment A – Form 4 (Authority to Destroy Records)

*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

City of Lodi

Printed Name

Signature

Date

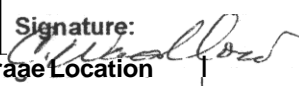
Attachment A – Form 4 (Authority to Destroy Records)

'Signature certifies a City Anomey assessment that records are not relevant to existing or anticipated litigation.

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly ~~destroyed~~/disposed of.

Note: Documents ~~will~~ be reviewed For ~~historical~~ value and, if ~~applicable~~, retained ~~in~~ the archives. Documents ~~involved~~ in litigation ~~or pending~~ audit ~~will~~ not be destroyed.

Department: internal Services	Date: 01-29-08	Total No. of Pages: 1	Proposed Destruction Date: TBD
Divisional Services	Prepared By:	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Next Step/Leave Balance	2004-2005	Finance Basement	
Payroll Edit Registers	2004-2005	Finance Basement	
Payroll Journal Detail	2004-2005	Finance Basement	
Payroll Integrity Reports	2004-2005	Finance Basement	
Payroll Voucher Detail	2004-2005	Finance Basement	
Payroll Check Registers	2004-2005	Finance Basement	
Wage Attachment Report	2004-2005	Finance Basement	
Overtime Cards	2003-2004	Finance Basement	
Accounts Payable Final Post	2004-2005	Finance Basement	
Accounts Payable Payment Register	2004-2005	Finance Basement	
Accounts Payable Payment Group	2004-2005	Finance Basement	
Accounts Payable Cash Requirements	2004-2005	Finance Basement	
Accounts Payable Posting Edit	2004-2005	Finance Basement	
Accounts Payable Edit Report	2004-2005	Finance Basement	
Collectors Daily Reports	2004-2005	Finance Basement	
Misc. Journal Entries	2001-2002	Finance Basement	
Wire Transfers	2004	Finance Basement	
Inventory	2003-2005	Finance Basement	

Department Head: Ruby R. Gaite Date: 1/29/08

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

Attachment A – Form 4 (Authority to Destroy Records)

Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

City of Lodi

*City Attorney:  Date: 3/10/08

Destruction Completed By:

Printed Name

Signature

Date

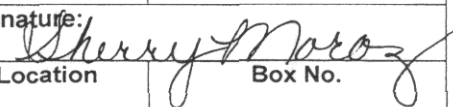
Attachment A – Form 4 (Authority to Destroy Records)

signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed

Department: INTERNAL SERVICES	Date: MARCH 18, 2008	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: PURCHASING	Prepared By: SHERRY MOROZ	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
PURCHASE ORDERS	1/01/92 - 12/31/00	MSC WAREHOUSE	37
BLANK PURCHASE ORDERS		MSC WARFHOUSE	3
BLANK UTILITY BILLS		MSC WAREHOUSE	3

Department Head:  Date: 3-19-08

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: 3-19-08

Destruction Completed By: _____

Printed Name	Signature	Date
--------------	-----------	------

Attachment A – Form 4 (Authority to Destroy Records)

Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

City of Lodi

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: <u>Police</u>	Date: <u>1/22/08</u>	Total No. of Pages: <u>5,090</u>	Proposed Destruction Date: <u>4/15/08</u>
Division: <u>Records</u>	Prepared By: <u>J. Taylor</u>	Signature: <u>[Signature]</u>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
<u>TRAFFIC Citations</u>	<u>+3 yrs old '2004'</u>	<u>Records cabinets</u>	
<u>Incident reports</u>	<u>1/1/02 thru 12/31/02</u>	<u>Records cabinets</u>	

Department Head: [Signature] Date: 1-31-08

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: [Signature] Date: 3/14/08

Destruction Completed By: _____

Printed Name	Signature	Date
--------------	-----------	------

Attachment A - Form 4 (Authority to Destroy Records)

*Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.

AUTHORITY TO DESTROY OBSOLETE RECORDS

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

'Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.'

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: <u>Police</u>	Date: <u>1/31/08</u>	Total No. of Pages:	Proposed Destruction Date: <u>4/15/08</u>
Division: <u>Administration</u>	Prepared By: <u>S. Meyers</u>	Signature: <u>S. Meyers</u>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
<u>Background Investigations and Employment Records of previous employees who have left employment with the City (not retirees).</u>	<u>+ 5 yrs from closure date (prior to 2003)</u>	<u>Administration Personnel filing cabinet</u>	
<u>Background Investigations and Employment Records of retired employees who are now deceased.</u>	<u>+ 5 yrs from closure date (prior to 2003)</u>	<u>Administration Personnel filing cabinet</u>	

Department Head: Date: 1-31-08

City Clerk: _____

Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: Date: 3/10/08

Destruction Completed By: _____

Printed Name

Signature

Date

Attachment A – Form 4 (Authority to Destroy Records)

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Public Works	Date: 1/30/08	Total No. of Pages: 1 of 4	Proposed Destruction Date: TBD
Division: Municipal Service Center	Prepared By: Michelle N.	Signature:	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Human Resources-Non-City Employee-Delta Work Study	1976-1977	MSC Server Rm	94028
Human Resources-Non-City Employee-Manpower	1977	MSC Server Rm	94028
PW Streets – Personnel Data	1970-1975	MSC Server RM	94028
PW Streets - Personnel Data	1976-1979	MSC Server RM	94028
Human Resources- Streets-Annual Perf. Reports	1977-1985	MSC Server Rm	94028
PW Streets – Personnel Data	1979-1981	MSC Server Rm	94028
Human Resources – Streets-Probation Reports	1972-1984	MSC Server Rm	94028
PW Streets – Personnel Data	1981-1983	MSC Server Rm	94028
PW Streets – Personnel Data	1984-1985	MSC Server Rm	94028
PW Streets – Personnel Data	1986-1987	MSC Server Rm	94028
Human Resource – Summer Youth Employees	1981-1982	MSC Server Rm	94028
Human Resource – Summer Laborers	1983-1986	MSC Server Rm	94028
Human Resource – Summer Apps	1981	MSC Server Rm	94028
Human Resource – Summer Youth Employees	1983	MSC Server Rm	94028

Date: 1/31/08

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: Date: 3/10/08

Destruction Completed By: _____

Printed Name

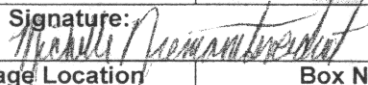
Signature

Date

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

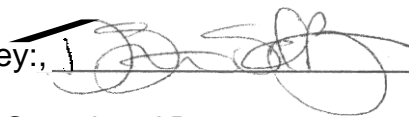
Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Public Works	Date: 1/30/08	Total No. of Pages: 2 of 4	Proposed Destruction Date: TBD
Division: Municipal Service Center	Prepared By: Michelle N	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Human Resource-Personnel Separated Employees	1988-1995	MSC Server Rm	P1
Human Resource-Personnel Separated Employees	1994-1999	MSC Server Rm	P2
Human Resource-Personnel Return to Duty Slips	2004	MSC Server RM	P3
Finance -Purchase Orders	6/1988 -12/1991	MSC Server Rm	PO1
Finance-Purchase Orders	10/1994-8/2001	MSC Server Rm	PO2
Human Resource-Personnel Payroll Cards & Time Sheets	2002-2003	MSC Server Rm	P4

Department Head  _____ Date: 1/31/08

City Clerk _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  _____ Date: 3/10/09

Destruction Completed By: _____

Printed Name	Signature	Date
--------------	-----------	------

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Public Works	Date: 1/30/08	Total No. of Pages: 3 of 4	Proposed Destruction Date: TBD
Division: Municipal Service Center	Prepared By: Michelle N.	Signature:	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Finance – Operation Statements	1996	MSC Server RM	94 D
Administration – Hazardous Conditions	1996	MSC Server Rm	94D
Administration - Confidential Claims	1996	MSC Server Rm	94D
Administration - Confidential	1996	MSC Server Rm	94D
Administration – Hazardous Conditions	1995	MSC Server Rm	94D
Administration – Confidential Claims	1995	MSC Server Rm	94D
Administration - Confidential	1995	MSC Server Rm	94D
Finance – Operation Statements	1995	MSC Server Rm	94D
Finance-Claims	July – Dec. 1996	MSC Server Rm	94D
Finance – Special Allocations	1992-1993	MSC Server Rm	94D
PW Streets-Central California	1993	MSC Server Rm	94D
PW Streets-Southern Pacific Railroad	1993	MSC Server Rm	94D

Department Head: Date: 1/30/08

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney: Date: 3/10/08

Destruction Completed By: _____

Printed Name	Signature	Date
Attachment A – Form 4 (Authority to Destroy Records)		

'Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Public Works	Date: 1/30/08	Total No. of Pages: 4 of 4	Proposed Destruction Date: TBD
Division: Municipal Service Center	Prepared By: Michelle N.	Signature:	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Personnel-Employee Time	1994-2002	MSC Server Room	---
PW Streets-Landscaping	1992-1995	MSC Server Room	---
Finance-Transfer of Charges	1994	MSC Server Room	---
Finance-Receipts	1992	MSC Server Room	---
Finance-Receipts	1994-1998	MSC Server Room	---
Finance-Trans. Analysis Reports	2001	MSC Server Room	---
Public Works-Inventory	1994-1995	MSC Server Room	---
Finance - Accounts Payable	1989-1990	MSC Server Room	---
Public Works - Reports	2002	MSC Server Room	---
Finance - Accounts Payable	1989-1991	MSC Server Room	---
Finance - Accounts Payable	1989/1990-11/1994	MSC Server Room	---
Finance - Accounts Payable	7/1994-6/1989	MSC Server Room	---
Public Works - Inventory	1997, 1998, & 1999	MSC Server Room	---

Department Head:

Date: 1/31/08

City Clerk: _____

Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:

Date: 3/10/08

Destruction Completed By: _____

Printed Name

Signature

Date

Attachment A - Form 4 (Authority to Destroy Records)

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

'Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.'

Department: Fire	Date: 1/9/2008	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: Administration	Prepared By: Linda Hoover	Signature: <i>Linda Hoover</i>	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Acct's. Payable Invoices/Copies	2005	Fire Admin.	1
Claim Vouchers/Copies	2003/2004 2004/2005	Fire Admin.	3
Correspondence	2004/2005	Fire Admin.	3
Expendable Trust/Copies	2003/2004 2004/2005	Fire Admin.	3
Expenditure/Transaction Analysis Reports/Copies	2003/2004 2004/2005	Fire Admin.	2
FLSA/Copies	2003/2004 2004/2005	Fire Admin.	3
Leave Balances/Copies	7/7/2003 – 7/3/2005	Fire Admin.	3
Minutes/Copies	7/2003 – 6/2005	Fire Admin.	3
Performance Incentive Bonus/Copies	2004	Fire Admin.	3
Purchase Orders/Copies	2003/2004 2004/2005	Fire Admin.	3
Strike Team Reimbursements	1999 – 2004	Fire Admin.	3
Supply Order Requests/Copies	2005/2006	Fire Admin.	2
Time-Off Requests	2004 & 2005	Fire Admin.	2
Uniform Allowance/Copies	2004 & 2005	Fire Admin.	3

Department Head: *Michael E. Fitch* Date: 1/09/08

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

City Attorney: *[Signature]* Date: 3/10/08

Destruction Completed By: _____

Printed Name	Signature	Date
--------------	-----------	------

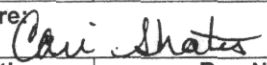
Attachment A – Form 4 (Authority to Destroy Records)

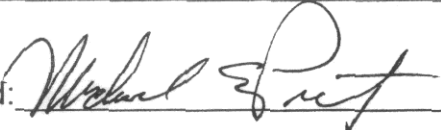
**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*

AUTHORITY TO DESTROY OBSOLETE RECORDS

The below-listed department records have been retained in accordance with the City's Records Management Program Policy and Procedures and with applicable federal and state laws as set forth in the City of Lodi Retention Schedules. In accordance with the City's Records Management Program, with the consent of the Department Head, and upon written approval of the City Clerk and City Attorney, these records will be properly destroyed/disposed of.

Note: Documents will be reviewed for historical value and, if applicable, retained in the archives. Documents involved in litigation or pending audit will not be destroyed.

Department: Fire	Date: 1/09/08	Total No. of Pages: 1	Proposed Destruction Date: TBD
Division: Prevention	Prepared By: Cari Shates	Signature: 	
Record Series Title (Same as Retention Schedule)	Dates of Records (From and To)	Storage Location	Box No.
Permit Fees Deposit receipts	8/2005 – 12/2005	Fire Admin	1
Apartment Inspection logs	2004 – 2005	Fire Admin	1
Utility Authorization	2004 - 2005	Fire Admin	1
Letters of Transmittal	2005 – 2005	Fire Admin	1
Request for inspection	2004 – 2005	Fire Admin	1
Fire Works Permits	2003 - 2004	Fire Admin	1
Tank Removal Permits	2003 - 2004	Fire Admin	1
Candle permits	2004 – 2005	Fire Admin	1
Knox Box Auth. Forms	2004 – 2005	Fire Admin	1
Weed Abatement	2000 – 2005	Fire Admin	2

Department Head:  Date: 1/09/08

City Clerk: _____ Date: _____

Consent is hereby given to destroy the above-listed records:

*City Attorney:  Date: 3/10/08

Destruction Completed By: _____

Printed Name	Signature	Date
--------------	-----------	------

Attachment A – Form 4 (Authority to Destroy Records)

**Signature certifies a City Attorney assessment that records are not relevant to existing or anticipated litigation.*